



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, SOUTHEAST REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617

IMSE-CAM-SO

23 August 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: IMCOM-SE, Fort Campbell 2010/2011 Winter Safety Plan

1. Reference: AR 385-10, The Army Safety Program, 14 June 2010.
2. Purpose: To direct our efforts towards preventing fatalities, injuries, and property damage associated with the hazards of winter operations and activities, both on and off duty. Our efforts will include awareness training and conducting workplace surveys to identify and eliminate hazards. All supervisors will implement and monitor control measures to ensure the safety of their employees.
3. The period of 15 Oct 10 through 15 Apr 11 has been established as the Fort Campbell 2010/2011 Winter Safety Plan. Required training, briefing sessions, and activities are to be accomplished throughout the designated Winter Safety Plan period.
4. Training and/or briefings will occur on dates preceding the following events (as a minimum).
 - a. Safety Stand Down Time (Prior to November/December holidays). (See 5a. below – short briefings spread across the period will be used rather than shutting down for a specified time period).
 - b. Pre-Holiday Briefing: Prior to 25 Nov 10 (Thanksgiving)
 - c. Pre-Holiday Briefing: Prior to 24 Dec 10 (Christmas Eve) and 31 Dec 10 (New Years Eve)
 - d. Pre-Holiday Briefing: Prior to 17 Jan 11 (Martin Luther King Jr. Day)
 - e. Pre-Holiday Briefing: Prior to 21 Feb 11 (President's Day)
 - f. Safety Stand-Down Time (2nd QTR, FY11 - prior to end of the quarter) (See 5a. below).
5. Scheduled training/briefings are to be conducted at the directorate and workplace surveys are to be accomplished at appropriate individual jobsites. Safety training will be scheduled and conducted to ensure all personnel are trained on cold weather injuries and winter severe weather conditions NLT 15 NOV 10 or prior to working/training in cold weather conditions.

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a. Training required for personnel working in an office environment will be scheduled in increments across the period in an effort to reduce mission impact. Industrial operation personnel will be included in office environment training but additional time will be given to their actual job requirements.

b. The Collateral Duty Safety Officer (CDSO) will ensure that the training and activities for all personnel is properly documented on training rosters and maintained on file with the intent of reaching 100% of employees.

c. The CDSO will compile and submit to the Installation Safety Office (ISO), the total number of directorate personnel attending safety training for the quarter, type of training that was completed (i.e. Online Courses by name, HAZMAT course, PPE, etc), and the date of the training event.

d. The CDSO will compile and submit to the ISO, the total number of Low Risk Facility Inspections completed for the quarter, provide copies of DA Form 4754 (Violation Inventory Log) for each Low Risk Facility that was inspected, and immediately notify the ISO Directorate Safety Occupational Health Specialist (SOH) if a deficiency has been identified as a Risk Assessment Code (RAC) of one or two.

e. The CDSO will ensure that all cold weather injuries are reported to the ISO. The CDSO will also identify the root cause and implement countermeasures to prevent recurrence. Consult with the ISO for development of countermeasures as required.

f. The CDSO will monitor subordinate agencies (as applicable) in their execution of this campaign.

6. The CDSO will prepare a training schedule covering the aforementioned period; identifying dates, times and the location for training/briefings and activities scheduled.

7. Training/Briefings: The ISO website contains training presentations. Please use the hyperlink provided. <http://www.campbell.army.mil/campbell/Safety/Pages/SafetyHome.aspx>

Note: Click on Outdoor and Recreation Safety, Fall and Winter Safety to review subjects/topics.

a. Topics:

(1) POV/Motorcycle Safety and affects of winter driving (use of seatbelts, and affects of speed, alcohol, fatigue and winter conditions). All employees will inspect the basic condition of their vehicles using FC Form 2005 (POV Inspection Vehicle Owner Checklist) or FC Form 4255 (Motorcycle / Mopeds Owner Checklist). IAW CAM Reg 385-7, Appendix D (POV Inspections), D-4: All other personnel living and working on Fort Campbell will inspect their

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own vehicles annually using FC Form 2005/FC Form 4255 and maintain the form with the associated vehicle.

(2) Cold Weather Injuries: Prevention, recognition, and treatment (Chilblain, Immersion Foot / Trench Foot, Frostbite, Snow Blindness, Dehydration, and Hypothermia).

(3) Vacation and Family Travel Safety. Employees are encouraged to use the Fort Campbell Installation Safety Office website,

<http://www.campbell.army.mil/campbell/Safety/Pages/Motor%20Vehicle%20Safety.aspx>,

to conduct an automated risk assessment (Travel Risk Planning System – TRiPS) prior to traveling. As a minimum, travelers will be encouraged to assess the weather conditions of their planned route and at the destination and plan accordingly.

(4) Holiday Safety.

(5) Off Duty Winter Activities (winter recreation safety) (hunting, snowmobiles, skiing, sledding, snowboarding, ATV's etc).

(6) Winter Severe Weather Conditions and Procedures (ice storms, freezing rain, snow storms and reporting for work in poor conditions). Note: Employees will be reminded of the slips and falls associated with snow and ice building in parking lots and walk ways during rain/freezing. Like conditions requires extreme caution – wearing of appropriate footwear, clothing and assistance if required.

(7) Home Safety (Carbon Monoxide Poisoning, Safe Portable Heater Operation).

(8) Workplace Snow and Ice Removal Plans and Fall Prevention.

(9) Accident Avoidance Course. Training opportunities will be afforded for any employee who operates government vehicles and has not completed the Army's Accident Avoidance Course on-line:

<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>.

b. Activities:

(1) Conduct workplace walk-thru to identify and mitigate hazards (CDSO with employee involvement). Identified hazards will be reported to the next level of supervision for corrective action.

(2) Supervisors will prepare or review and update Job Hazard Analysis (JHA) for identification of hazards in the workplace and Personal Protective Equipment (PPE) requirements. With employee involvement, update and revise current JHA's and build JHA for areas not developed to date. Ensure training on identified PPE is conducted and documented.

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(3) Perform review of major programs/work process and present instruction covering important safety hazards and countermeasures.

(4) Instruction on safety hazards will present an overview with purpose to instill safety awareness for employees in the performance of their duties while enforcing safety standards as routine. Hazardous Communication (HAZCOM) training will be conducted to meet the annual training requirement. Each subject area may cover five to 10 minutes or whatever is necessary to effectively cover the subject matter.

(5) An unannounced fire drill will be conducted after employees receive emergency procedure training.

(6) Every section will prepare for inclement weather by ensuring ice salt is available for use if conditions warrant. One employee will be designated as primary employee who will prepare walk ways and parking areas for arrival of others.

(7) Every employee will complete the on-line Composite Risk Management Course for Civilians if not completed to date.

<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>

c. General Safety Rules:

(1) Keep the work area clean, well lit and dry. Check and repair office furniture, tighten, replace parts and adjust as necessary.

(2) Maintain and inspect your equipment and tools for serviceability and report any identified problems to your immediate supervisor. Use all equipment safety features.

(3) Ensure proper grounding of equipment. Grounding is one of the most important safety measures when working with electrical equipment.

(4) Ensure unauthorized heaters and other electrical equipment are removed from the workplace. Eliminate the use of extension cords where possible or have the CDSO review the use. Ensure all electrical cords are serviceable and the grounding element has not been removed from the plug.

(5) All employees will report identified job hazards to the CDSO for review and necessary corrective actions.

d. Emergency Procedures:

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(1) Review work areas to ensure that all fire and evacuation plans are up to date and that all required documentation is posted.

(2) Identify employees' responsibilities during emergency situations such as fire, hazardous material spill or personal injury.

(3) Ensure personnel are trained on proper use of a fire extinguisher, on the facility evacuation procedures, how to call for emergency response, and how to perform basic first aid. Check all fire extinguishers ensuring the proper quantities and the right type are available. Fire extinguishers must be hung in the appropriate area, not sitting on the floor or used in other inappropriate means.

8. The point of contact for the Installation Winter Safety Plan is IMCOM-SE, Fort Campbell Installation Safety Office at 798-7433/5195 or harvey.v.jones@us.army.mil.



PERRY C. CLARK
COL, SF
Commanding

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